



DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
124 10th STREET
P.O. BOX 775088
STEAMBOAT SPRINGS, COLORADO 80477
(970) 879-2060

SUBMITTAL REQUIREMENTS FORM

The following submittal requirements must accompany a completed Application Form.

If there are any discrepancies between these submittal requirements and the submittal requirements listed in the CDC, the submittal requirements in the CDC shall prevail.

All items below must be submitted prior to review of a proposed development. A signature from a representative of the appropriate department is required to waive any submittal requirement. Incomplete applications without a waiver signature will not be accepted for review. (Responsible department in parentheses.)

PRELIMINARY PLAT

_____ **Application.** A completed application form as provided by the Director.

_____ **Fee.** The appropriate fee as adopted by City of Steamboat Springs Resolution.

_____ **Proof of Ownership.** Proof of ownership in the form of a Routt County Assessor printout in conjunction with a notarized affidavit stating the owner of the property. Where the owner of the property is an entity, it must be stated who the owners/managers of the entity are i.e. officers, directors and shareholders of corporations, managers and members of LLCs, general and limited partners for limited partnership, partners in partnerships. In instances where the applicant is not the owner of the property, an authorization from the owner for the non-owner applicant to proceed must be included with the above-referenced proof of ownership. Subsequent applications for the same development proposal may submit a signed affidavit, together with the previous submitted proof of ownership, signifying ownership has not been altered in any manner.

_____ **Public Notice.** With your application, provide the required information to satisfy public notice requirements. Public Notice shall be performed in accordance with Sections 26-42 and 26-51 of the CDC. Notice shall include Surrounding Property Owner Notice, Newspaper Publication, Property Posting, Website Publication, and Mineral Rights Notification.

- Surrounding Property Owner (SPO) notice. Utilize the map and list provided by the Planning Department to identify surrounding property owners. SPO notice shall be mailed no less than 14 days prior to public hearing. The applicant shall submit a signed affidavit to the Planning Department no less than 7 days prior to public hearing. A blank affidavit form is available at the Department of Planning and Community Development.
- Property Posting. The property shall be posted for 10 consecutive days prior to public hearing. A signed notification affidavit is necessary for each property posting.

- Mineral Rights Notification must be mailed no less than 30 days prior to public hearing or an affidavit stating that no mineral rights exist shall be submitted to the Planning Department 30 days prior to public hearing.

_____ **Preliminary Plat.** A complete Preliminary Plat with the following format and information shall be submitted.

Format. The format of Preliminary Plats shall be initially submitted as an entirely legible blue-line capable of reproduction, with a scale of no less than one inch equals forty feet (1" = 40'), a written and graphic scale and north arrow designating true north, on twenty-four (24) inches by thirty-six (36) inch pages. If multiple pages are provided, there shall be an index placed on the first page for reference. The smallest font to be used on a Preliminary Plat is a ten point (10 pt) equivalent.

After initial approval and prior to final approval, the applicant shall provide an entirely legible, reproducible copy of such Preliminary Plat in black ink or photographic reproduction on four-mil thickness mylar.

A larger or smaller scale, different paper size, font or medium may be used with prior written approval of the Director if it is determined that the necessary graphic information can still be clearly presented.

_____ **Digital Information.** When a Preliminary Plat has been approved, a digital copy of such information shall be provided in the specific format requested by the Geographical Information Systems (GIS) Department. Where digital information is not available, hard copy information shall be entered into the City database manually by the GIS Department. (When information is manually entered by the GIS Department, an addressing delay of at least two weeks in addition to normal processing time can be expected.)

_____ **Contents.** All Preliminary Plats shall contain the following information at a minimum unless specifically waived in writing by the Director. The applicant is encouraged to provide additional relevant information. The contents of the Preliminary Plat shall be divided into sections and clearly labeled as such. This shall not be construed to mean that all of the information for each section needs to be provided on one sheet of paper, but rather that the information shall be located in the same section of the Preliminary Plat.

_____ **Section One, Cover Sheet.**

Title. A title with the following language:

PRELIMINARY PLAT
For
(Legal Description)
also known as
(Name of the Subdivision)

If the legal description is too lengthy for the title block, such legal description shall be clearly labeled as an exhibit and recorded as part of the Preliminary Plat.

_____ **Index.** The index should list all of the sections and page numbers of the Preliminary Plat. The sections to be recorded are Section One and Two.

_____ **Vicinity Map.** A vicinity map with arrow indicating north, at a scale of not less than 1" = 1,000' where the public street closest to the Subdivision is graphically depicted and clearly labeled, and the nearest cross street is depicted and clearly labeled;

_____ **Signature Blocks.** Signature blocks for the following:

_____ The name, address, and signature of the owner(s), and subdivider (s). If the owner and subdivider are the same, only one (1) signature is required;

_____ The name and address of the designer of the Preliminary Plat (signature not required); and

_____ Signature block for the Director.

_____ **Expiration Date.** Statement with the date of approval and date of Preliminary Plan expiration.

_____ **Section Two, Preliminary Plat.** The Preliminary Plat shall contain all the items listed:

_____ Date of preparation and space to indicate dates for subsequent revisions;

_____ Existing zoning on and adjacent to the subdivision;

_____ A map showing all contiguous property in common ownership (if applicable);

_____ Names of abutting subdivisions or the name(s) of owner(s) of abutting unplatted property;

_____ Perimeter outline of subdivision boundaries;

_____ Existing or proposed zoning for the subdivision, including lot size and setback requirements;

_____ Gross area of the property;

_____ Location and dimension of usable lot area;

_____ Topography at two (2) foot contour intervals, referenced to USGS data, or the name and address of the survey company performing the survey;

_____ Location and area of the required public land dedication;

- _____ Location and dimensions of required open space;
- _____ Designation of areas of special flood hazard such as floodplains, floodways, and normal high water lines;
- _____ Location and area of any wetlands;
- _____ Location, alignment, and area of public or private streets;
- _____ Graphic identification and delineation of proposed easements as well as a description of the type of easement. Note: The only easements exempted from this graphic identification and delineation are emergency access easements and other blanket easements; however, all blanket easements must be described in text or on the plan;
- _____ Total number of lots and tracts;
- _____ Proposed lot number, lot lines, and dimensions of lots;
- _____ Proposed average lot size;
- _____ Proposed minimum and maximum lot size;
- _____ Total number of buildable lots;
- _____ Base flood elevation; and
- _____ Conditions of Approval. A space for conditions of approval and/or Notes and/or other information as required by the Director, Planning Commission or City Council.
- _____ **Phasing Plan.** A clearly defined phasing plan including phasing of public improvements. This phasing plan shall include a proposed schedule for approval of final plat(s) and:
 - _____ Clearly delineated and labeled perimeter outline of each phase and estimated timeline for initiation and completion of each phase.
 - _____ Statement of improvements shall be included in each phase and how each phase meets the requirements of the CDC.
 - _____ All water and sewer lines to be constructed, reconstructed or repaired.
 - _____ The approximate perimeter outline of paved areas, sidewalks, trails, public spaces, trash enclosures and other amenities such as pools, tennis courts and spas.
 - _____ Drainage facilities and stormwater management facilities shall be delineated.
 - _____ All public improvements shall be shown including streets, curbs, gutters, alleys, drainage and stormwater facilities, street signs, sidewalks, trails,

water and sewer lines, fire hydrants, bridges, transit stops, transit shelters, landscaping, and postal delivery facilities.

_____ Critical Public Improvements identified pursuant to Sec. 5.8.4 shall be specifically delineated.

_____ If applicable, proposed lot lines and area of proposed lots.

_____ **Section Three, Existing Conditions Plan.** An existing conditions plan that shows all of the following:

_____ Perimeter outline and internal lot lines of the subject site;

_____ The location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, and fences located on the subject site or on adjacent properties. The Director may require the location, dimensions, and area of any existing structures or other site improvements, such as bridges, radio towers, and fences located within one hundred (100) feet of the site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts;

_____ Location and size of existing sanitary and storm sewer mains, water mains, culverts, dry utilities and other underground structures on site or on adjacent properties. The Director may require location and size of existing sanitary and storm sewer mains, water mains, culverts, dry utilities and other underground structures within one hundred (100) feet of the site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts;

_____ Culverts and other underground structures within the site, or contributing to the site;

_____ Centerline, edge of pavement and width of right-of-way or easement, for all internal or adjacent public and private streets;

_____ Graphic identification, delineation, location, and size, if applicable, of property lines, existing easements, railroad right-of-way, water courses, irrigation ditches, gas and oil wells and leases on the site or on adjacent properties. The Director may require the location and size, if applicable, of property lines, existing easements, railroad right-of-way, water courses, irrigation ditches, gas and oil wells and leases within one hundred (100) feet of the site if he/she Director determines that such a requirement is necessary to evaluate potential project impacts. Note: The only easements exempted from this graphic identification and delineation are emergency access easements and other blanket easements; however, all blanket easements must be described in text on the plan;

_____ High water line for water courses, limits of one-hundred year floodplain, and perimeter of existing wetlands; and

_____ Other natural features of the site including predominate vegetative cover, outline of major tree stands, and rock outcroppings. Trees exceeding one foot in caliper shall be specifically identified; and existing topography with two (2) foot contours.

_____ **Preliminary Perimeter Treatment Plan.** Preliminary perimeter treatment plan for those subdivisions which border arterial or major collector streets, showing materials, techniques and sizes proposed for the site's perimeter treatment, such as landscaping, fencing, berms, screening walls, or a combination of such items. A statement addressing the timing of installation and maintenance of the perimeter treatment shall be included.

_____ **Preliminary Wildfire Mitigation Plan.** A Wildfire Mitigation Plan shall be submitted for those developments located in wild-land/urban interface area addressing such issues as fire resistant vegetation, defensible space, and other wildfire mitigating measures.

_____ **Section Four, Supporting Information.** No application for a Preliminary Plat shall be considered without all supporting information. Supporting information shall include written text and graphic information as follows:

_____ **Applicable Approved Documents of Record.** Copies of applicable Final Development Plans, latest recorded subdivision agreements, and plats of record, if applicable.

_____ **Letter.** A letter that explains:

_____ The purpose and intent of the proposed subdivision;

_____ The general land uses and their location;

_____ Probable project phasing;

_____ The present zoning on the property, zoning within three hundred (300) feet of the subject site, and any proposed zoning changes;

_____ Description of any Variances from the zone district requirements of lot area or lot width and/or Variances from the subdivision standards of this CDC; and

_____ Description of the amount of domestic flow that such project will generate.

_____ **Mineral Right Owners.** Certification that written notice was mailed to all mineral right owners and lessees at the last known address of record as required by CRS § 38-28-133 (10).

_____ **Water Service Verification. (City Water, Mount Werner Water)** A letter shall be provided from the appropriate water service provider verifying that there is the appropriate water capacity for such project, and that such provider will provide water service to the subdivision.

_____ **Graphic Representations. (Public Works)**

- _____ Preliminary overlot grading plan;
- _____ Preliminary utility plan for water, sewer and electric (if a condominium or townhome plat is to be created subsequent to Preliminary Plat, adequate provisions shall be demonstrated on the preliminary utility plan);
- _____ Preliminary engineering reports shall be submitted in conformance with the requirements established in the City's Standards and Specifications for the Design and Construction of Public Improvements. The following preliminary engineering reports shall accompany the Preliminary Plat submittal:
 - _____ Preliminary drainage report;
 - _____ Traffic impact analysis;
 - _____ Preliminary street design plans;
 - _____ Preliminary Soils Report; and
 - _____ Geotechnical studies.

_____ **Section Five, Water Demand Report per Section 25-78 of the Municipal Code. (City Water, Mount Werner Water)** Please contact the Public Works Department for additional Information.

END